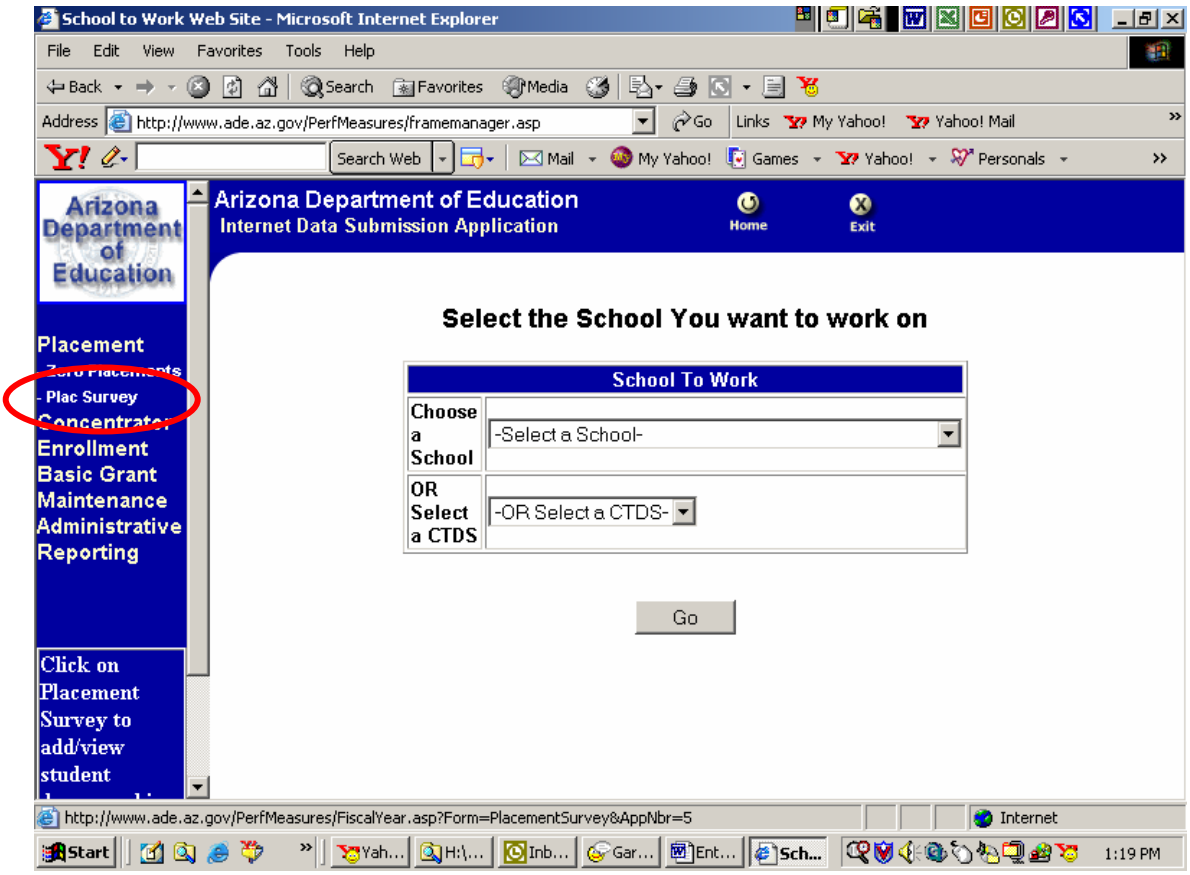
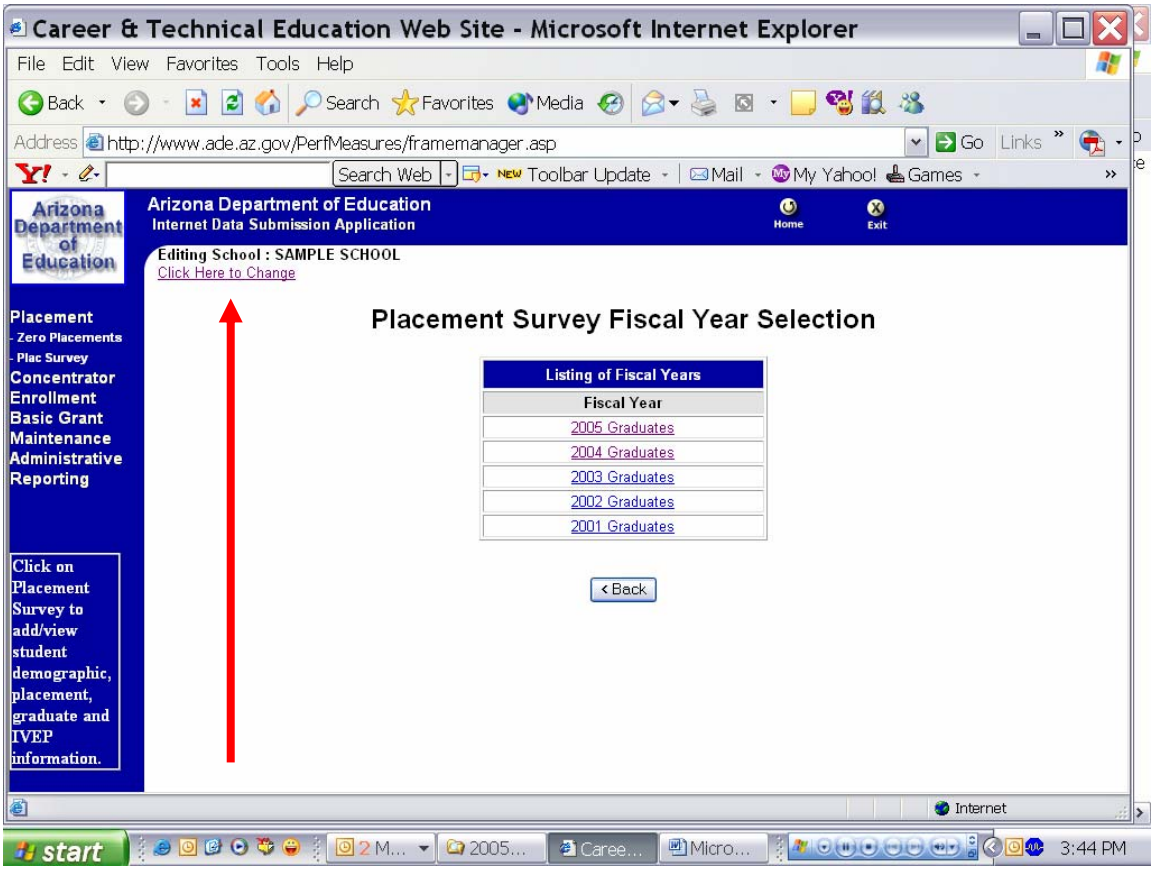
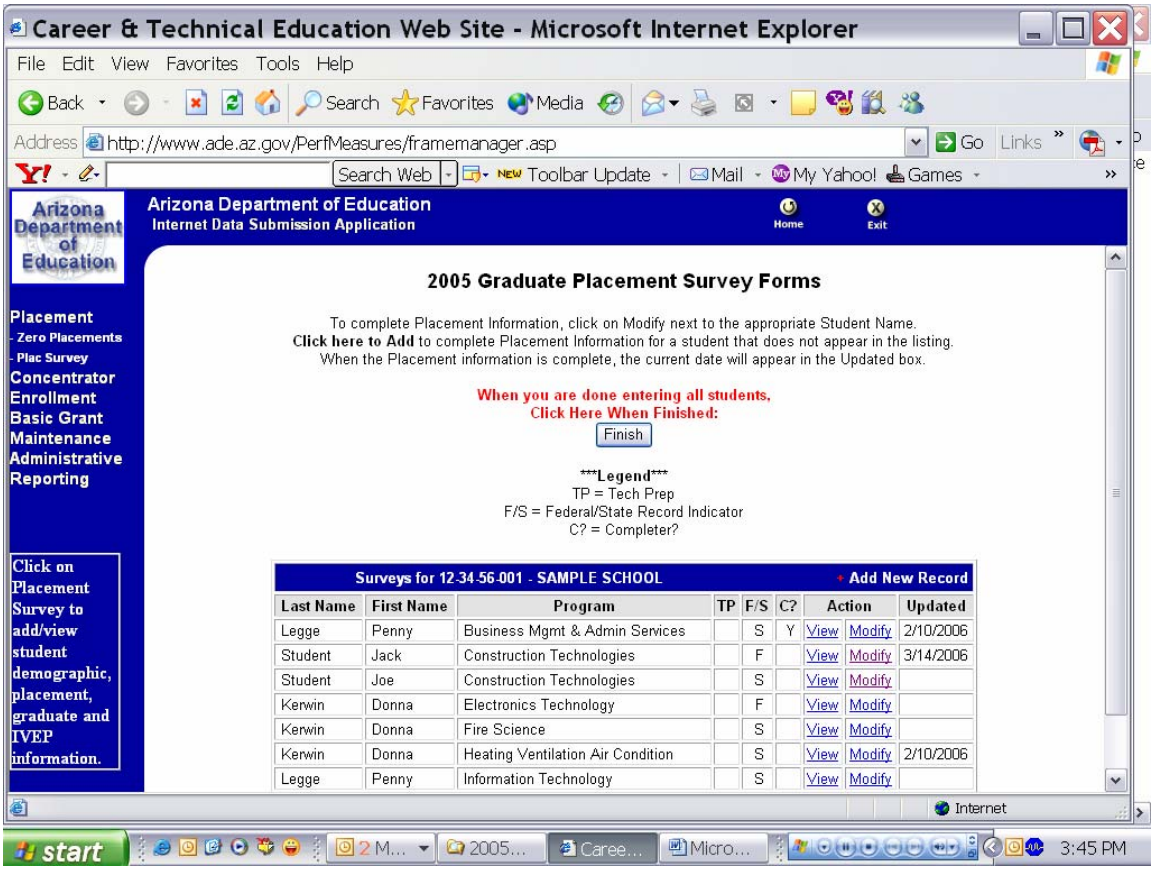


To enter Placement Survey information for a particular school, first select the Plac Survey on the left side of the page, then choose the school name (or school CTDS). This school name will not change, unless you select the option to change it.



The school you have selected will appear in the upper left hand corner. (You can change this by clicking here).

To enter 2005 Placement Survey information, click on 2005 Graduates. (other year's Graduate information is available for View only).

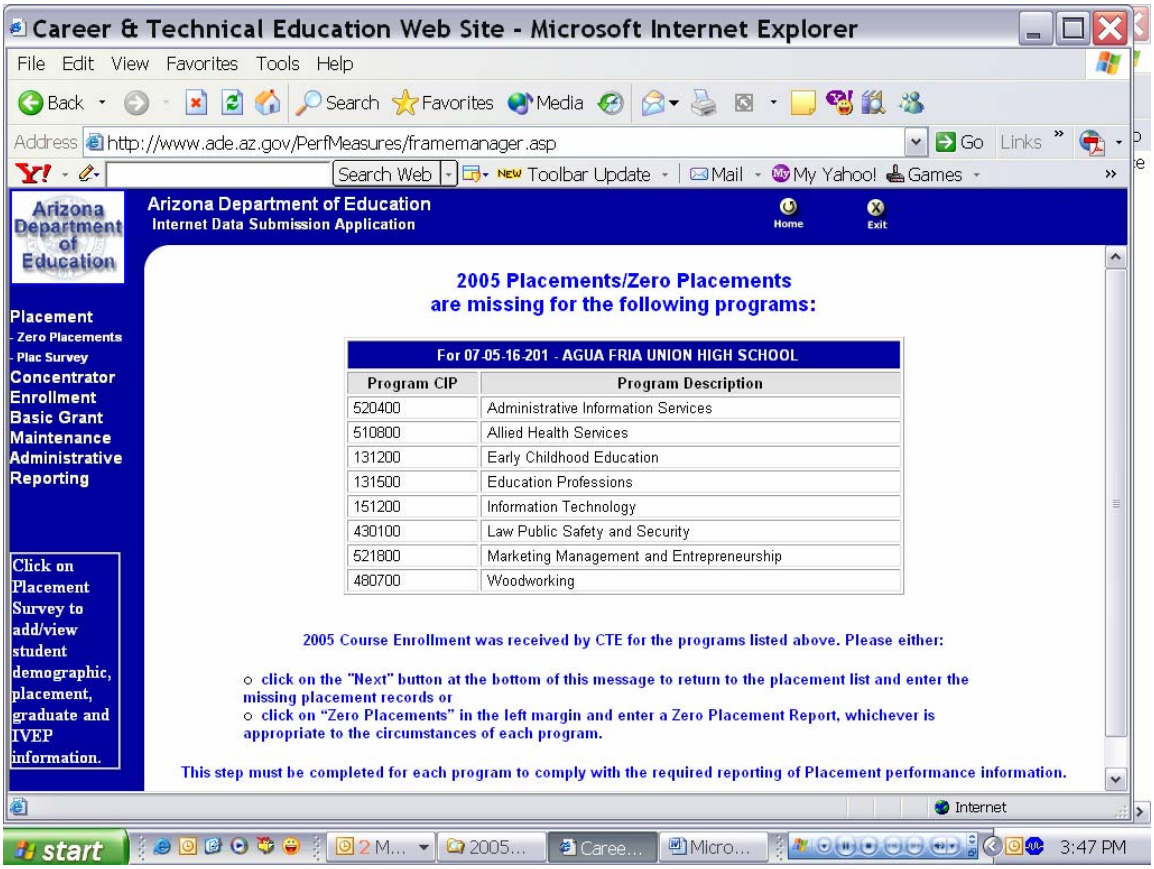


To add the 2005 Placement Information to an existing 2005 Concentrator record, click on Modify next to the student name. The Placement form for this student will then appear.

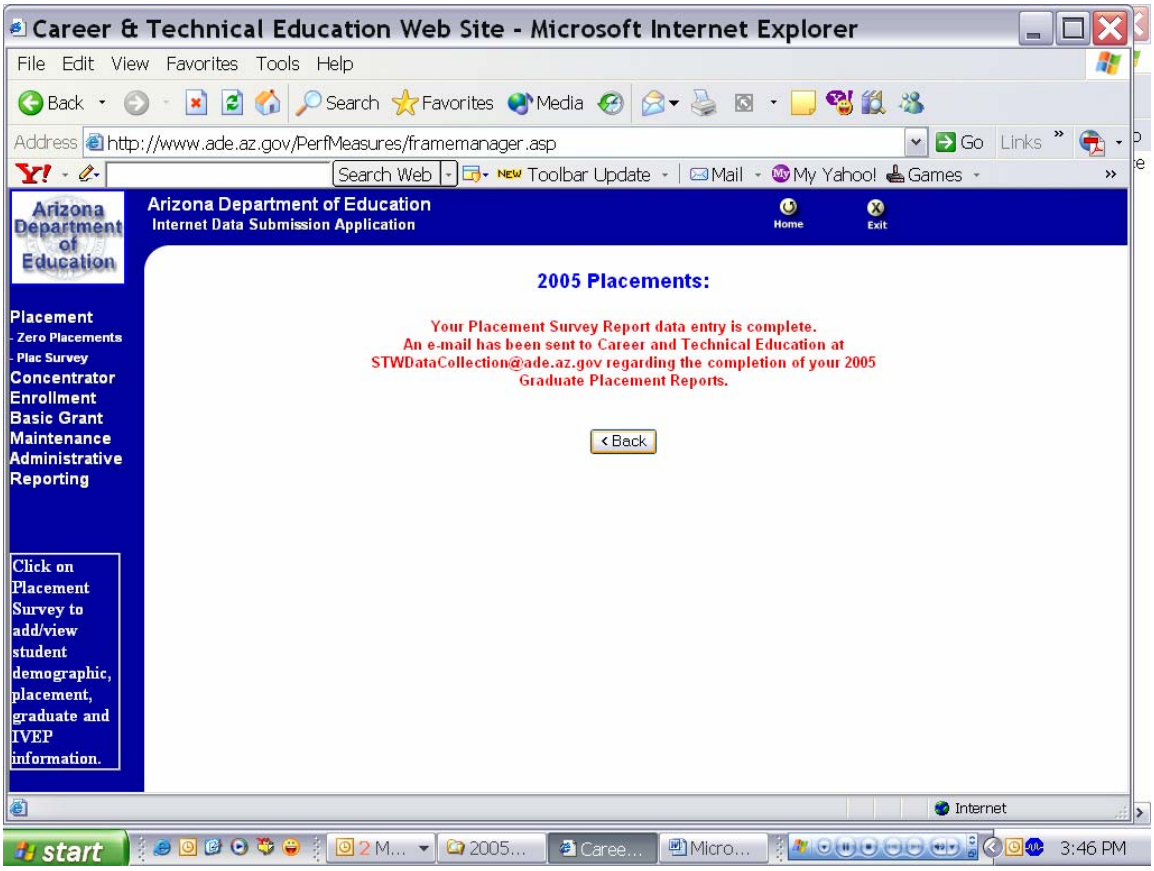
When the Placement Information has been added, the current date will appear here in the "Updated" box.

If a student does not appear on this list, they do not have 2005 Concentrator information – click on Add New Record to complete Placement information for a student that does not appear in the listing. (These students will be added as Samplers).

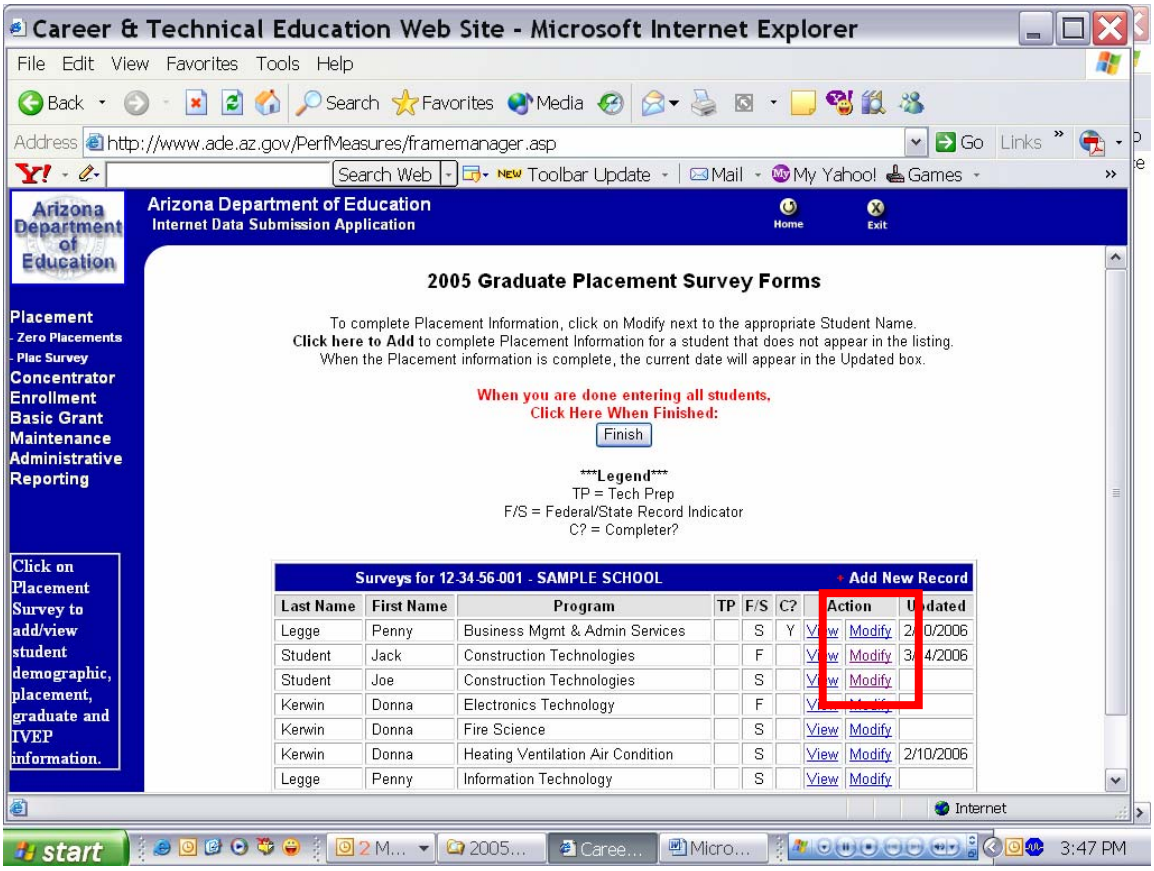
When you are done modifying/adding all students, click the Finish button below the text "Click Here When Finished". Your 2005 Course Enrollment will be compared to your 2005 Placements. If any 2005 Placement information is missing for 2005 Course Enrollments, a warning page will appear (see below).



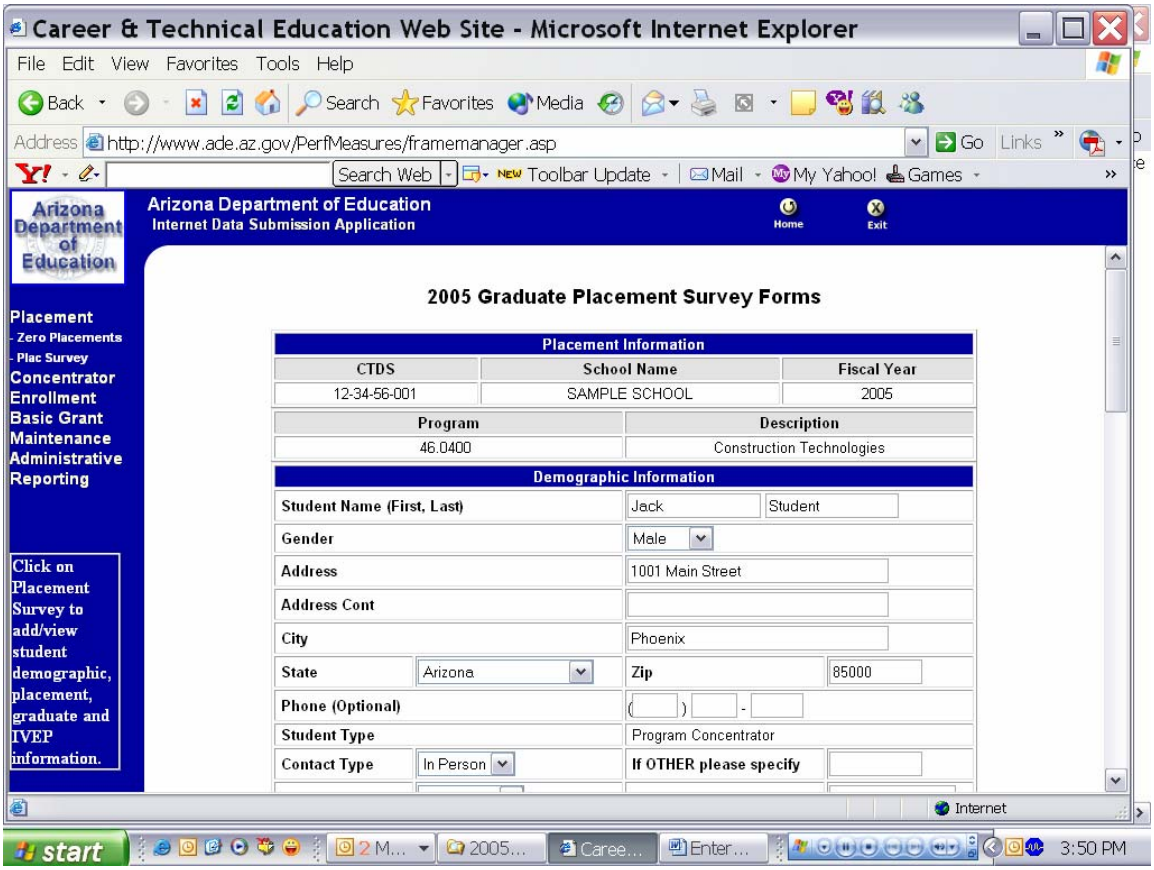
Click the Next button to proceed to enter either 2005 Placements and/or 2005 Zero Placements for these programs.



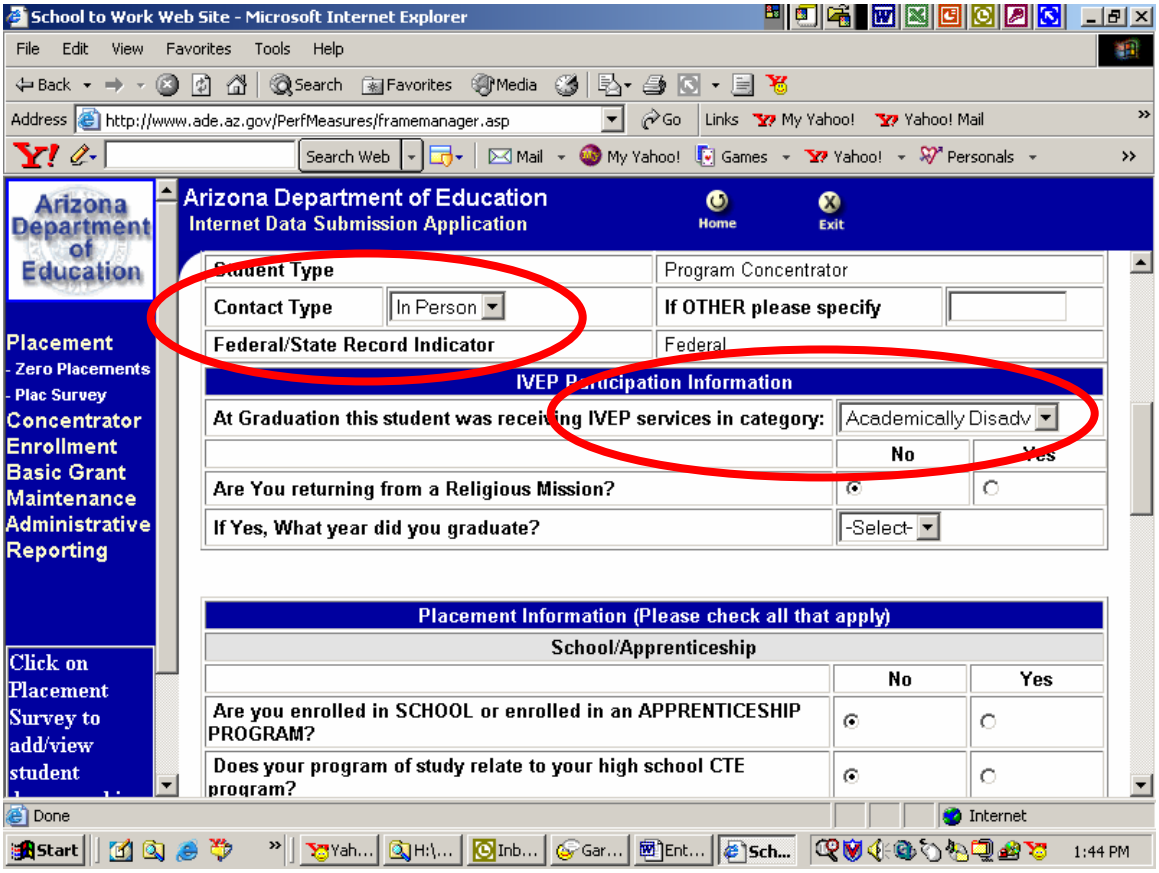
If there are no missing Placements or Zero Placements, this message will appear. An email has been sent to the CTE inbox regarding the completion of 2005 Placements. No further action is needed, however, you may continue to add or modify 2005 Placements/Zero Placements. The "Click Here When Finished" button is a only a reminder button to let you know if you are missing any programs in your 2005 Placement records for which you also have 2005 Course Enrollment.



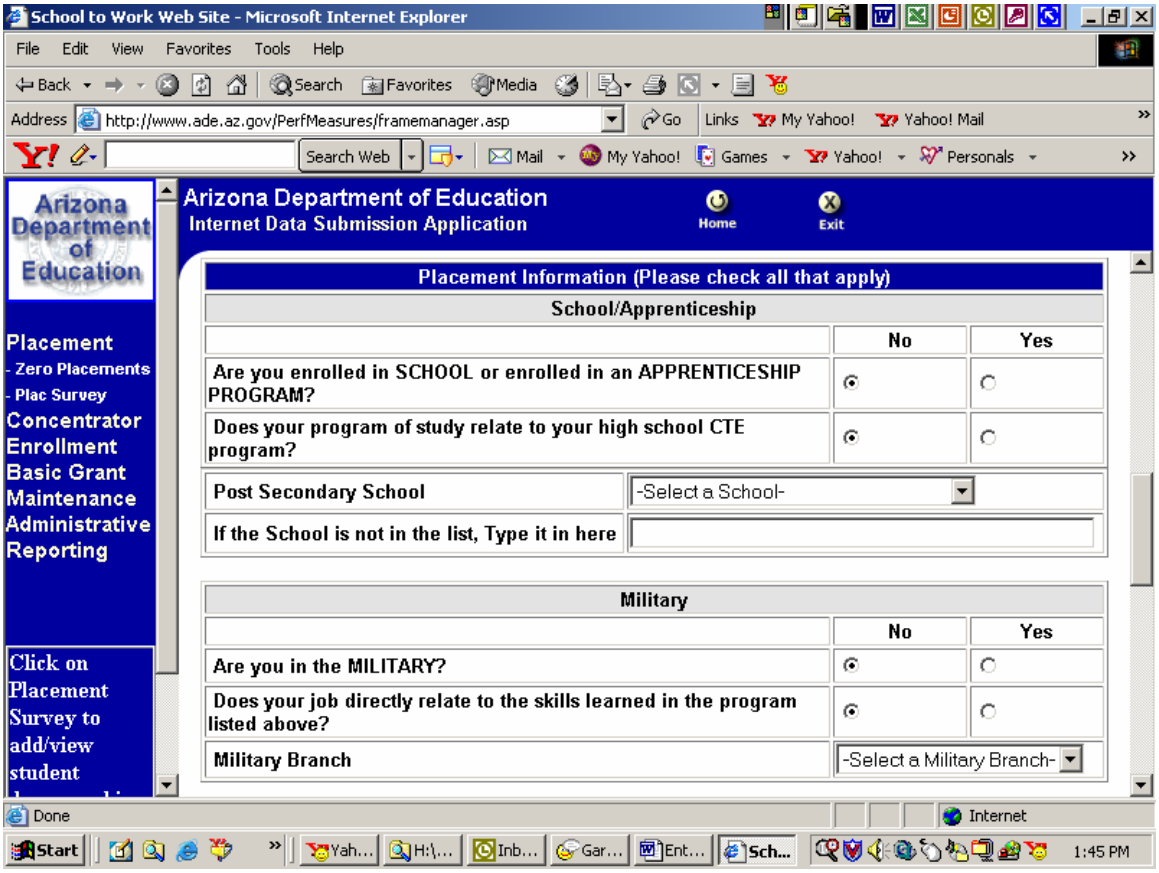
To add the 2005 Placement Information to an existing 2005 Concentrator record, click on Modify next to the student name. The Placement form for this student will then appear.



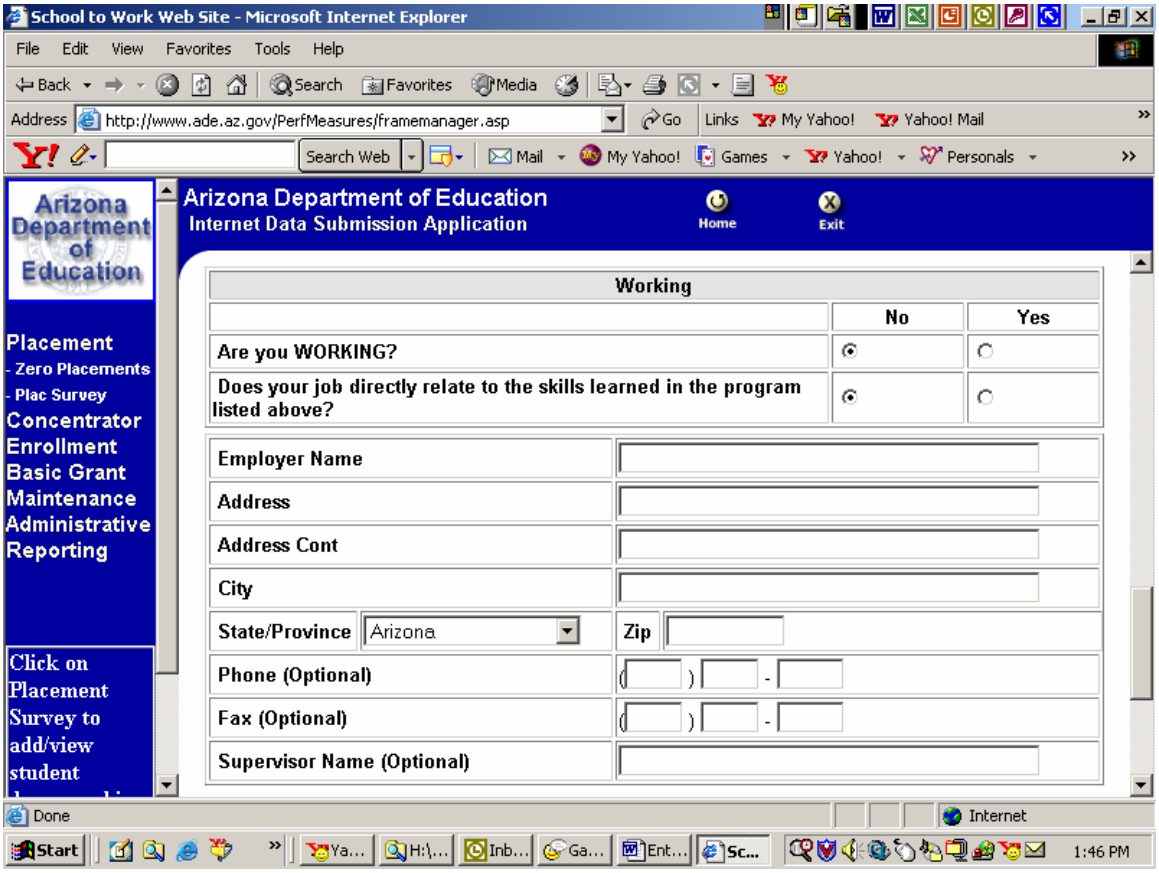
Complete the student's information by adding the student's address, city, state, zip code and optional phone number. Scroll down the form to complete the Placement Survey.



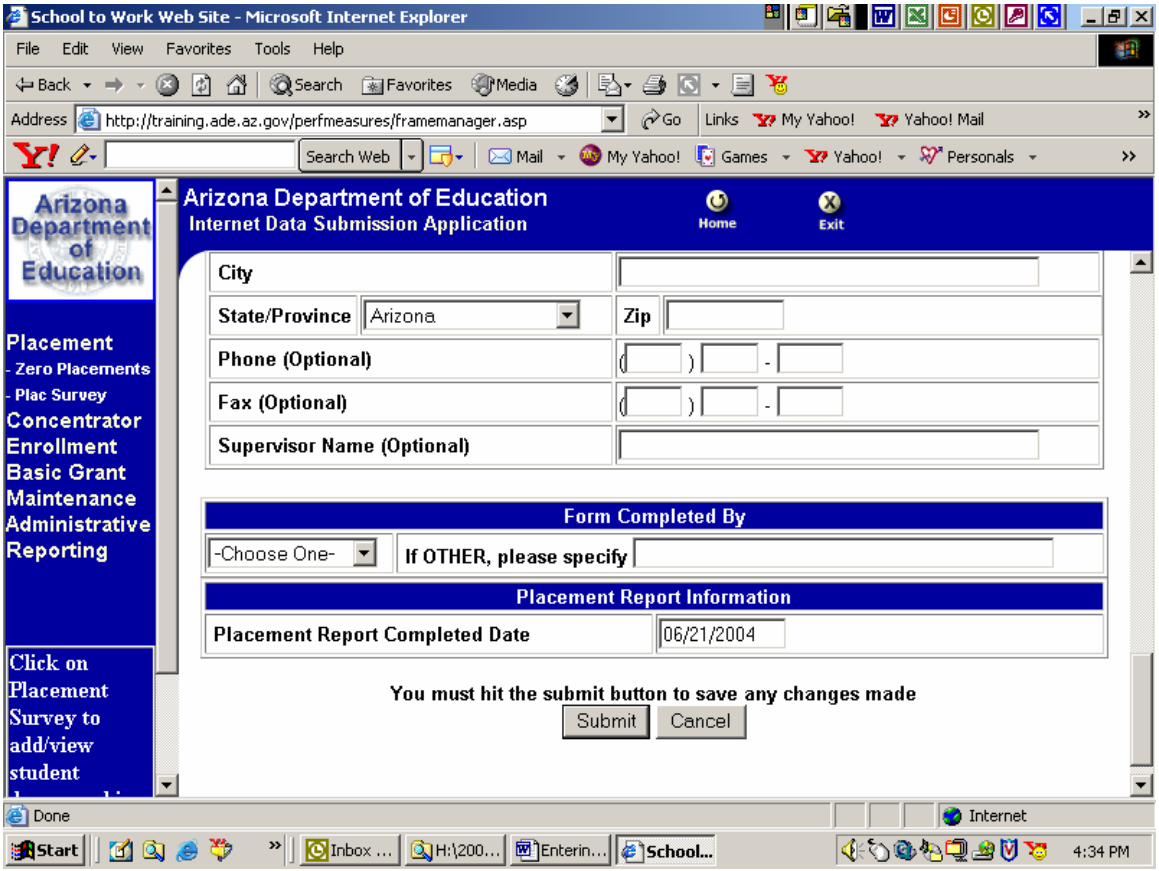
Enter the Contact Type and IVEP services information. (For records that already have 2005 Concentrator information, the Student Type has been filled in for you). Also, please tell us if the student is returning from a Religious Mission and their year of graduation, if applicable.



Enter the appropriate Placement information if the student is enrolled in a post secondary school or in the military.



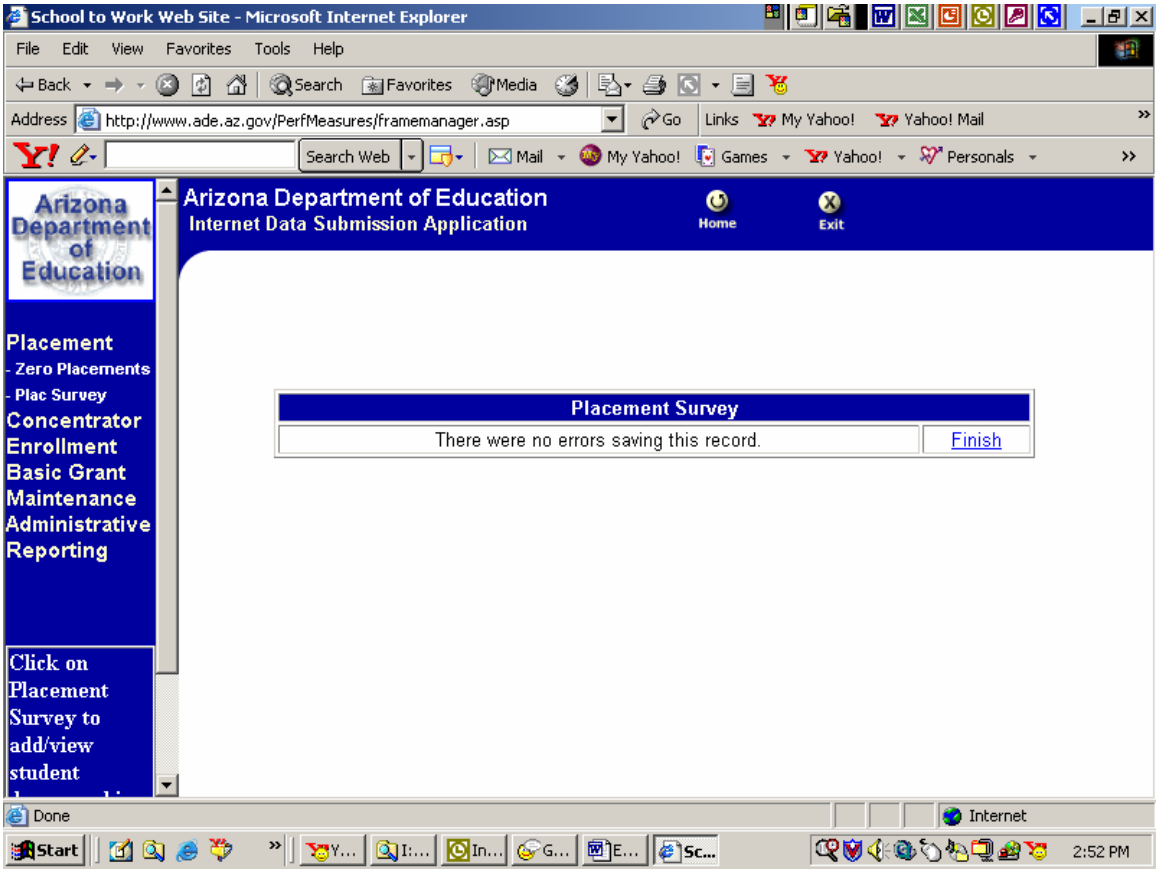
If the student is working, please fill out the employer's name and address and answer all other related questions.



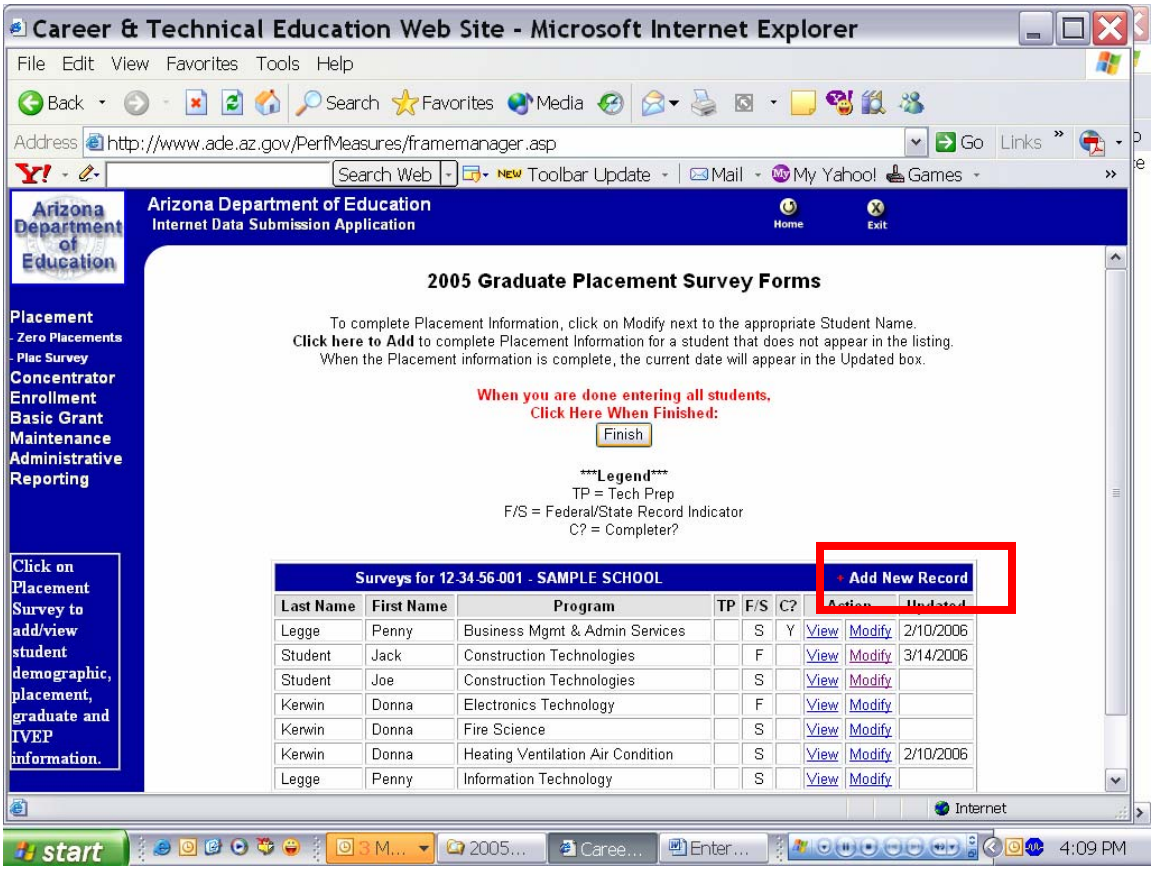
Continue scrolling down the form and answer all questions.

Scroll to the bottom of the form & click on Submit to add the completed record to the database. You can then View the information to be sure it is correct.

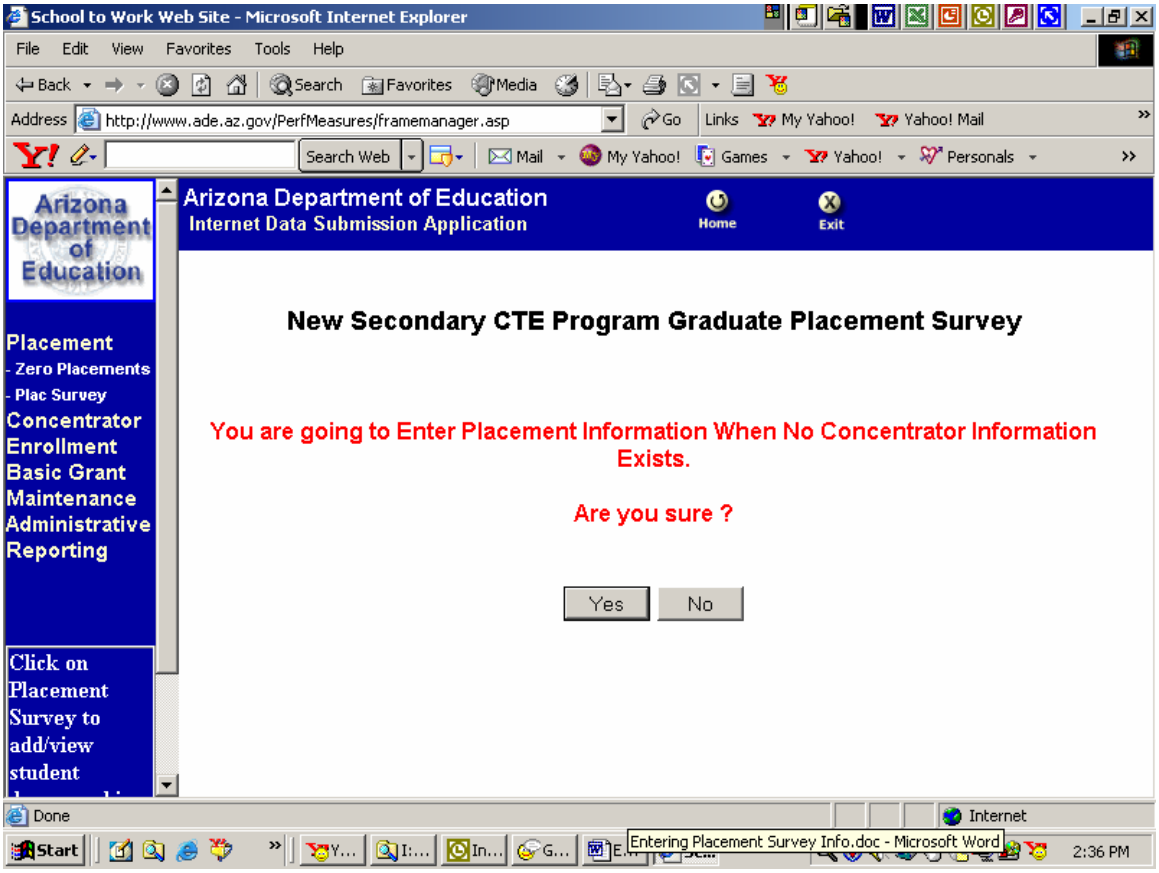
The failure to supply complete and usable employer information for a student who is working in a related occupation will result in no placement funding for the student.



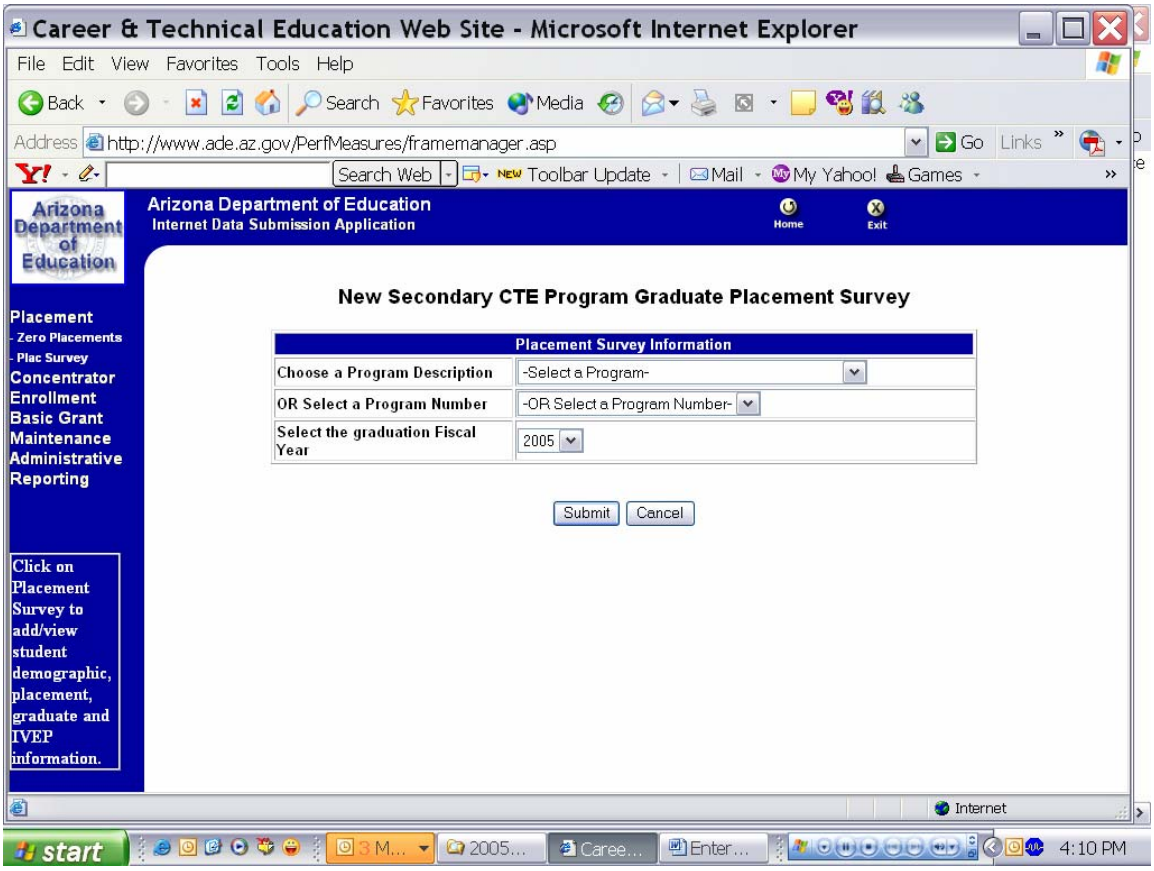
Click on Finish to add the record to the database. You will then be able to review the information that you have added.



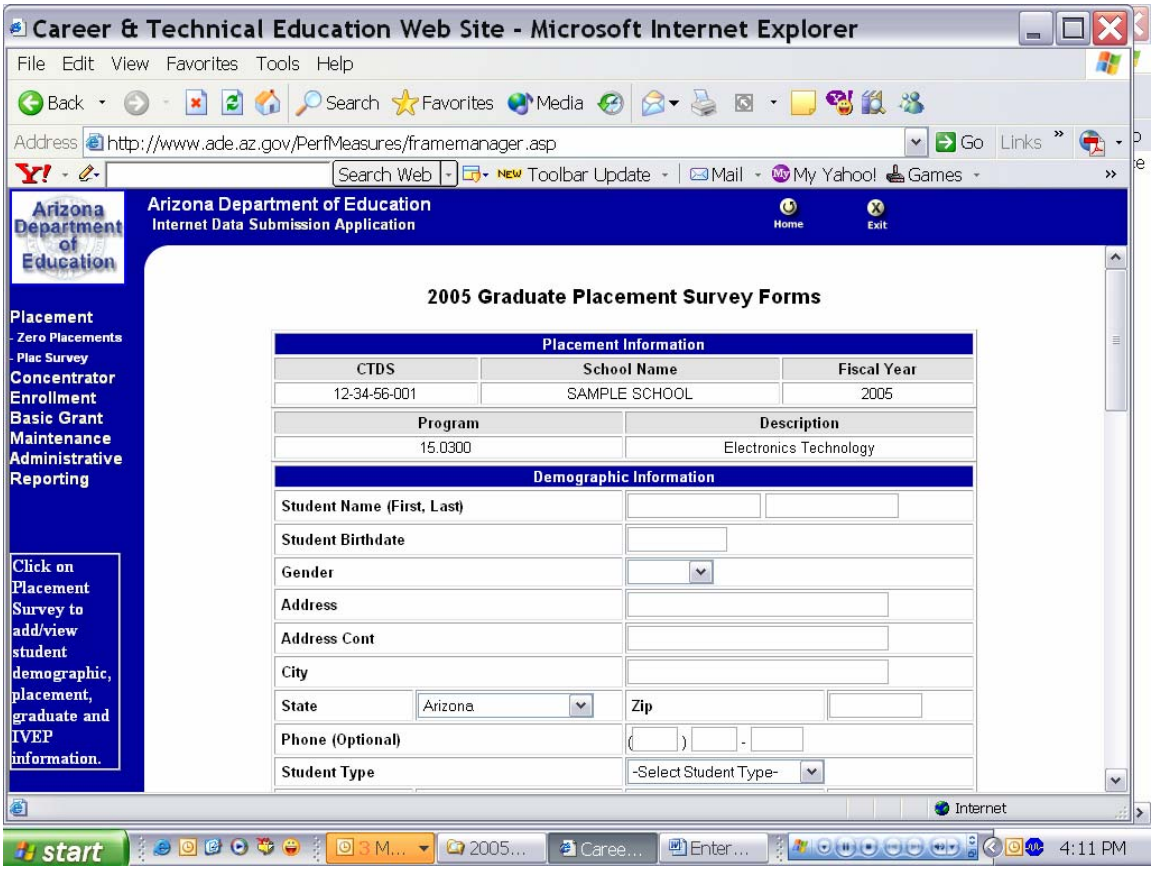
Click on Add New Record to complete Placement Information for a student that does not appear in the listing. A warning screen will appear - you are going to add Placement Information for a record when no Concentrator information exists.



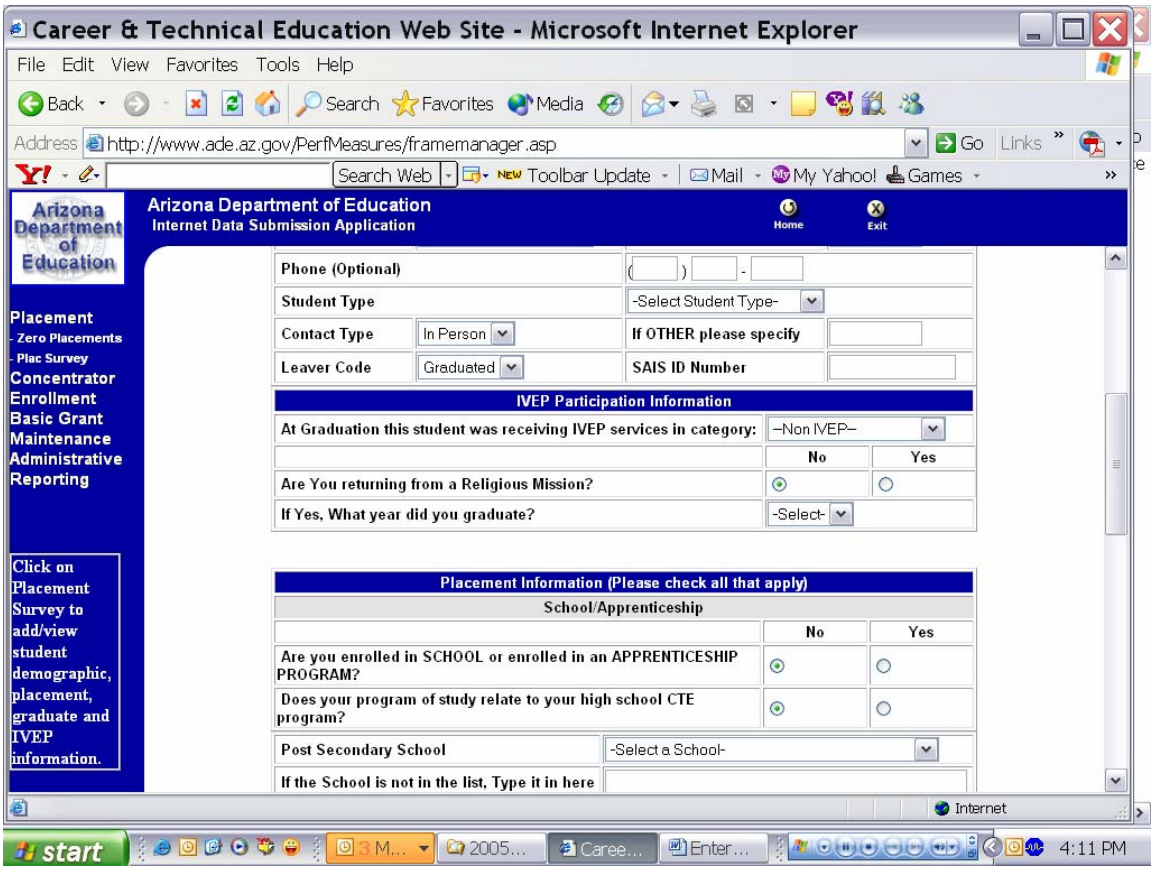
Use this option to add Placement Survey records for those students that are Samplers. Click on Yes to proceed.



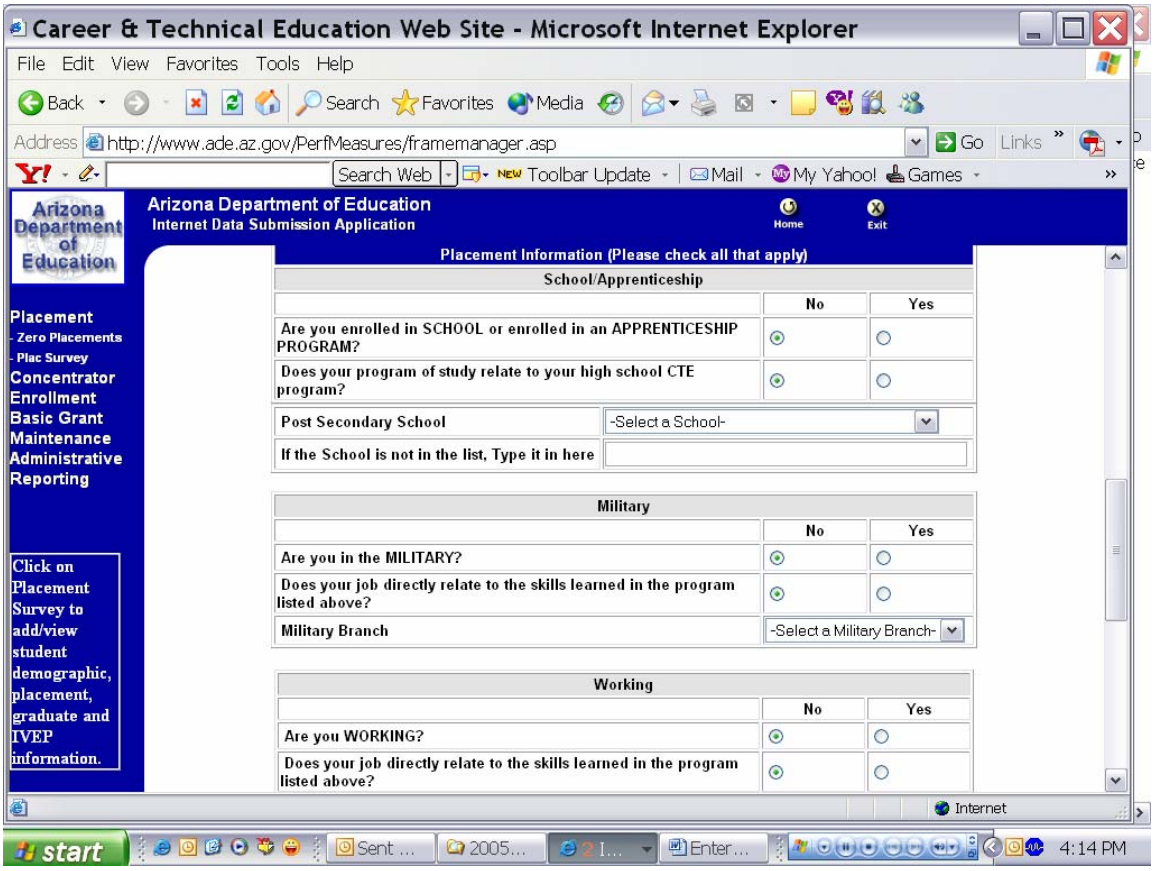
Select a Program name or Number , then click on Submit.



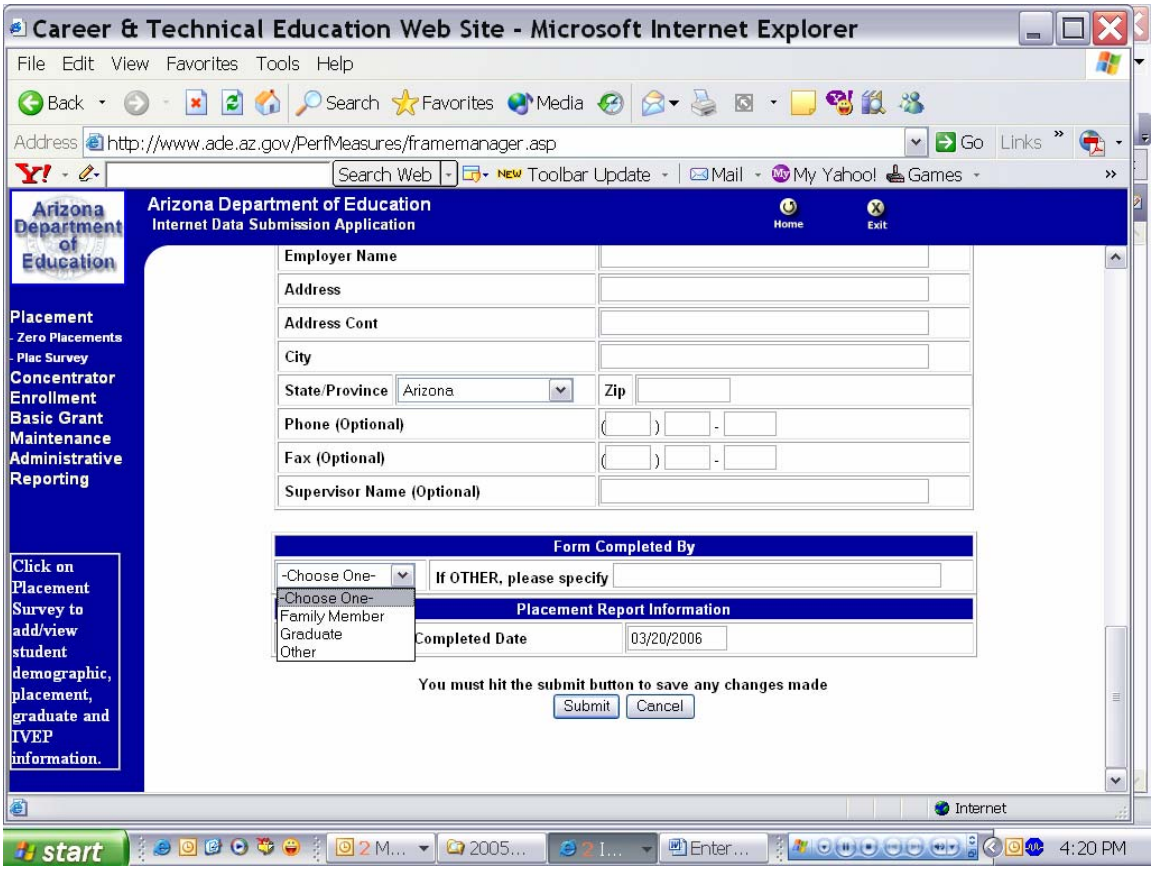
Complete the student's information by adding the student's name and address, city, state, zip code and optional phone number. Scroll down the form to complete the Placement Survey.



Enter the SAIS ID Number, Leaver Code, Contact Type and IVEP services information. (For records that already have 2005 Concentrator information, the SAIS ID Number, Leaver Code, and Student Type has been filled in for you). Also, please tell us if the student is returning from a Religious Mission and their year of graduation, if applicable.



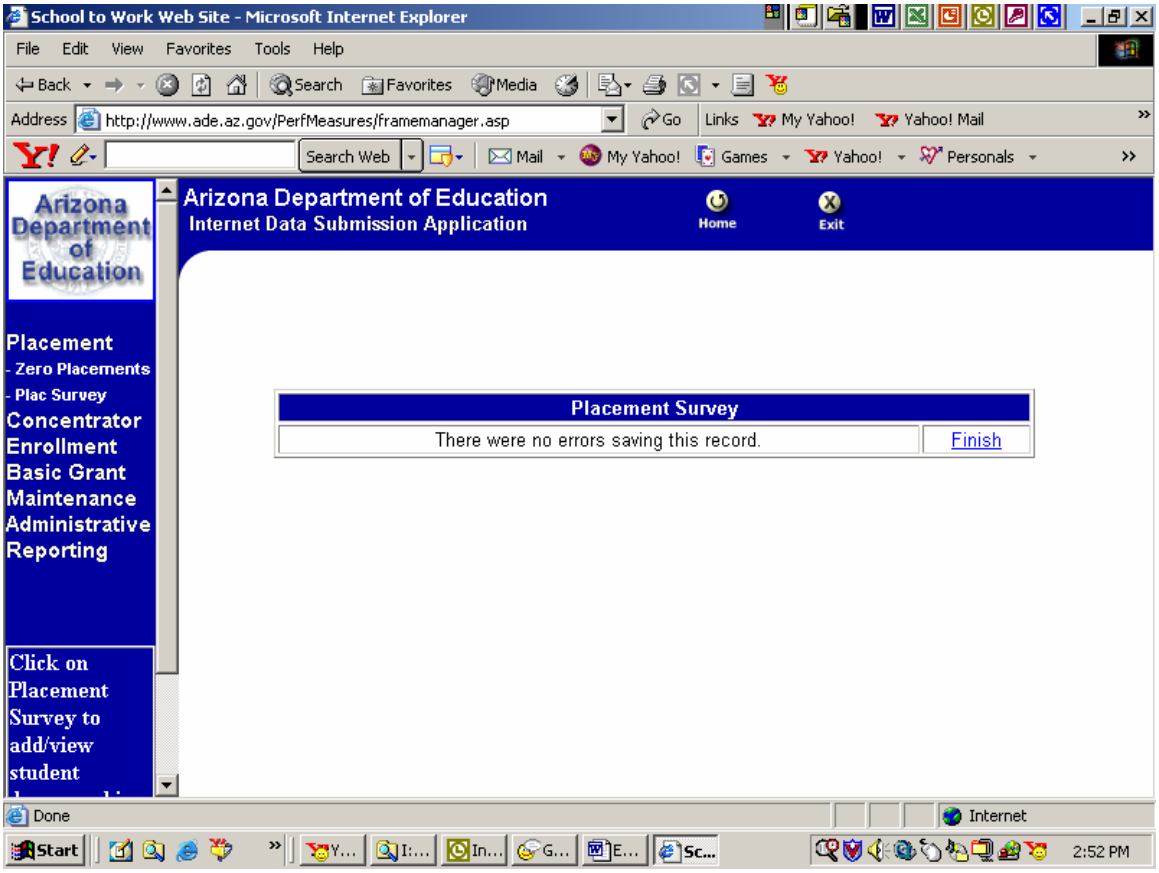
Enter the appropriate Placement information if the student is enrolled in a post secondary school or in the military or working. If the student is enrolled in a post secondary school, select the school name or type it in. If the student is in the military, select the military branch. If the student is working, enter all employment information. If the placement information is related to their program, check the Yes box. Placements are paid for graduates in a related program of study.



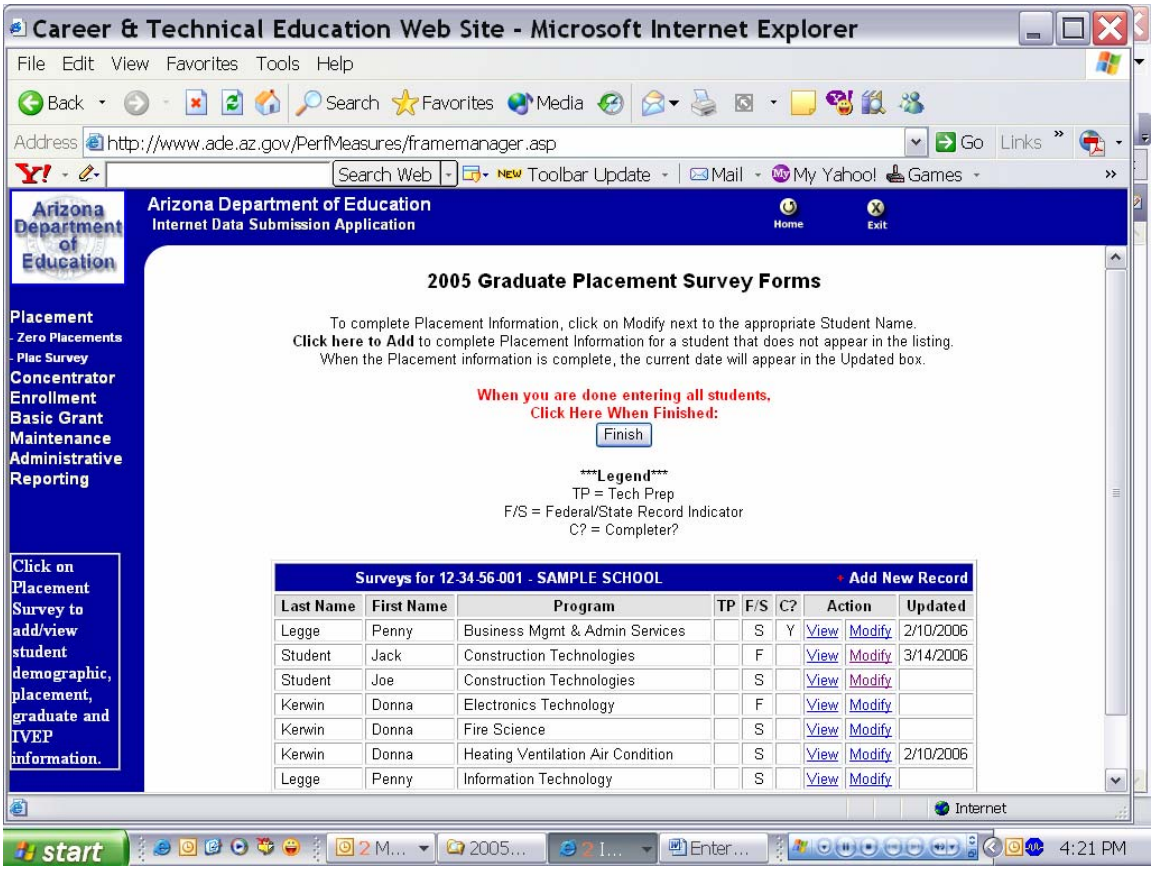
Continue scrolling down the form and answer all questions, including the selection box in Form Completed By.

Scroll to the bottom of the form & click on Submit to add the completed record to the database. You can then View the information to be sure it is correct.

The failure to supply complete and usable employer information for a student who is working in a related occupation will result in no placement funding for the student.



Click on Finish to add the record to the database. You will then be able to review the information that you have added.



Review all the Placement information that you have added or modified using this summary web page. You may continue to add, modify, or delete Placement information until July 3.